

# How to Register in the Account Management and Provisioning System (AMPS) for SLES Access

The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the DoD Shelf-Life Extension System (SLES) website. *Note: "Enable Editing" in this document for hyperlinks to work.* 

Before selecting a role in AMPS, see page 5 for role descriptions. If the role requested does not match your job description it will be rejected and you must register again.

If your account has been fully provisioned and you still experience log on issues, <u>try these tips.</u>

#### To request access to SLES through AMPS follow these instructions:

- *1.* From the SLES landing page, click on the '**Request SLES access via AMPS**" button or go directly to the <u>AMPS Website</u>.
- *2.* **DOD** users will select **DOD Authentication Certificate** when Windows Security window appears. **Non-DOD** users will be directed to the AMPS Gateway screen,

3. Click Ok.

#### 4. All users click on the **Click Here for Access to AMPS link.**

(If you need further instruction, the AMPS Gateway page contains User Guides and Job Aids)

Prime separate Jamey Account Management and Provisioning System (AMPS)		
w	Velcome to the AMPS Gateway	
AMPS Reves: To 6 To 6	penter New AMPS, cick the Ink below. enter Legacy AMPS, east this browser and go to https://amps.dla.mil	
Click HERE for access to AMPS. The his protocous through AMPS. • Other users, weders, and members of the login screen.	User Guides and Job ALds Right circle, a fitte and dot "See first AL" to any the PDF fite to a pro- phonon of the protection of the PDF fitte and Sector and Sector AL Sector AL	derred DETAILED AMPS USER GUIDES ARE LOCATED ON THIS PAGE
See the AMPS Documentat	tation screen—available from the mean meru—for a complete list of user documentation, links, and tutorials. Accessibility Help and Information	



5. Click **OK** when the Single Sign-On Authentication window appears.





**First Time Users will create a new AMPS account.** Follow the on-screen prompts to enter your personal information.



After your AMPS account is complete, close your browser and re-open your browser to log-in and request your role.

Account Ma	cui nagement and Pr	rovisioning System (AMPS)		DF	RB0106 v ····
Home AMPS News: "y in F	**If you see duplicate SAARs - P rour inbox. Please do not submit : **Please review the "AMPS Clou mpacting AMPS. For help, contact the GSD at (844	lease do not act on the SAAR task in question until the a Help Desk ticket for the duplicate SAARs. d Post-Migration FAQ" in the AMPS Help section to be o) DISA HLP (844-347-2457) **Press 5, then speak or	e duplicate disappears from e aware of the known issues enter D-L-A	•	
My I Mana passi quesi	Information age your profile, words and challenge stions		Role Request Request a role for acces	S	

7. Click Accept button when the DLA Privacy Act Statement screen appears.



**DLA Privacy Act Statement Screen** 

6.

8. Update/verify user information. Be sure your Cyber Awareness Certification Date is current and correct. NOTE: All mandatory fields are marked with an asterisk (\*) and must be completed.

ser Information Select	Roles Justification	Summary					Cancel Next
er Information							
	User ID /	ABC1234		* User Codiar			
	First Name			Туре			
	Middle Name			• Grade GS-99	-		
	Last Name			• Country US			
	EDIPI/UPN	1234567890		of			
	Email			Citizenship			
	* Title	Program Analyst					
Cyber Awareness Cer	tification Date	11/6/2013	8				
Annual Rev	alidation Date	1/28/2014					
• Official Telephone				Office/Cube			
Official Fax				* Street		_	
DSN Phone				PO Box			
DEll Fax		_		* City		_	
DSN Fax				City			
Mobile				• State			
Site	-			* Postal Code			
				* Country			

9. Click **Next** when updates and mandatory fields are completed.

🚱 Request Role						
Jser Information Sele	ct Roles Justification	on Summary				Cancel Next
ser Information						
* Cyber Awareness C Annual R	User ID First Name Middle Name Last Name EDIPI/UPN Email * Title tertification Date tevalidation Date	ABC1234 1234567890 Program And 11/6/2013 1/28/2014	olyst Bo	* User Type * Grade G5-99 * Country US of Citizenship	•	
ontact Information						
• Official Telephone				Office/Cube		
Official Fax				* Street		
DSN Phone				PO Box		
DSN Fax				* City		
Mobile				* State		
Site		-		* Postal Code		
				* Country		



10. In the Search Roles window, enter **SLES** in the Role Name field and click Search.

Search Roles	
Role Name SL	ES
Role Description	
Enterprise Application	
Application	
Environment	$\checkmark$
Primary Role	
	Search Roles Role Name SL Role Description Enterprise Application Application Environment Primary Role

Select a Role

SLES Role Request Search Screen

#### 11. Select a Role window will appear. (See page 5 for role descriptions before adding a role)

Home X S Request Role X to Inbox X User Information Select Roles Justification Summary	Cancel Back Next	
Browse Roles by Application	Search Roles	
<ul> <li>▷ AMPS Administrative</li> <li>▷ DACS Applications</li> <li>▷ DFAS Applications</li> <li>▷ DLA Aviation Applications</li> <li>▷ DLA Enterprise Applications</li> <li>▷ DLA Enterprise Business System (EBS)</li> <li>▷ DLA Logistics Information Services Applications</li> <li>▷ EAGLE Enterprise Applications</li> </ul>	Role Name SLES Role Description Enterprise Application Application Environment	
Energy Applications     Information Operations	Search Reset	
Select a Role		
Ibiplay Admin Roles (for Supervisor and Approval Access)     Role Name     EBS Prod - SLES MQCSS Read Write JD-00913     EBS Prod - SLES MQCSS and QSL Read Write JD-00911     EBS Prod - SLES MSS Read Write JD-00915     EBS Prod - SLES QSL Read Write JD-00917     EBS Prod - SLES Read Only JD-00919     EBS Prod Additional - SLES Administrator JD-0910B     EBS Prod Additional - SLES MQCSS Read Write JD-0913	Selected Roles	

**EBS Prod SLES Role Request** 

# **DLA & DLA Contractors SLES Roles**

(non-DLA & non-DOD users scroll down for more job roles)

One of the following EBS PROD – SLES Job Definitions (JD's) is required to obtain access. <u>A Write role</u> <u>means that the user records extension data or test results into the SLES database.</u> If your job does not require this function, select Read Only.

**Primary Roles** - choose one of the following if you **<u>DO NOT</u>** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod - SLES Administrator JD-00910	Functional and technical web admins only
EBS Prod - SLES MQCSS Read Write JD-00913	Product Specialist enters extension standards data
EBS Prod - SLES MQCSS and QSL Read Write JD-00911	SLES POC enters extension standards or lab results
EBS Prod - SLES MSS Read Write JD-00915	Equipment Specialist enters local stock numbers
EBS Prod - SLES QSL Read Write JD-00917	Approved laboratory enters lab test results
EBS Prod - SLES Read Only JD-00919	Users who VIEW MQCSS & QSL extension data

**Bolt-on Roles** – choose one of the following if you **DO** have an EBS primary role:

Bolt-on Role Name	Role Description
EBS Prod Additional - SLES Administrator JD-0910B	Functional and technical web admins only
EBS Prod Additional - SLES MQCSS Read Write JD-0913B	Product Specialist enters extension standards data
EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B	SLES POC enters extension standards or lab results
EBS Prod Additional- SLES MSS Read Write JD-0915B	Equipment Specialist enters local stock numbers
EBS Prod Additional- SLES QSL Read Write JD-0917B	Approved laboratory enters lab test results
EBS Prod Additional - SLES Read Only JD-0919B	Users who VIEW MQCSS & QSL extension data

# Non-DLA and Non-DOD User Roles

One of the following EBS PROD External – SLES Job Definitions (JD's) is required to obtain access. A Write role means that the user records extension data or test results into the SLES database. **If your job does not require this function, select Read Only** 

**Primary Roles –** choose one of the following if you **DO NOT** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod External – SLES External MQCSS Read Write JD-00914	Item Manager enters extension standards data
EBS Prod External – SLES External MQCSS and QSL Write JD-00912	SLES POC enters extension data or lab results
EBS Prod External – SLES External QSL Read Write JD-00918	Approved laboratory enters lab test results
EBS Prod External – SLES External Read Only JD-00920	Users who VIEW MQCSS & QSL extension data

**Bolt-on Roles –** choose one of the following if you **<u>DO</u>** have an EBS primary role:

Bolt-on Role Name	Role Description
EBS Prod External Additional – SLES External MQCSS Read Write JD-00914B	Item Manager enters extension standards data
EBS Prod External Additional – SLES External MQCSS and QSL Write JD-00912B	SLES POC enters extension data or lab results
EBS Prod External Additional – SLES External QSL Read Write JD-00918B	Approved laboratory enters lab test results
EBS Prod External Additional – SLES External Read Only JD-00920B	Users who VIEW MQCSS & QSL extension data

12. Select the appropriate role and click on **Move Arrow**. Ensure that the role selected is placed in the **Selected Roles** box. **Only select one role**.



Select a Role – Move Arrow Screen and Role Moved to Selected Window

#### 13. Click Next.

📰 Home × 🛛 🔯 Request Role × 👌 Inbox ×		_	
		Cancel Back Next	
User Information Select Roles Justification Summary			
Browse Roles by Application	Search Roles	1	
AMPS Administrative	Pole Name SIES		
DACS Applications			
DFAS Applications	Role Description		
DLA Aviation Applications	Enterprise Application		
DLA Enterprise Applications DLA Enterprise Rusineer Curters (EBC)	Application		
DLA Enterprise Dusiness System (EDS)     DLA Logistics Information Services Applications	Environment	$\checkmark$	
EAGLE Enterprise Applications			
Energy Applications	Primary Role	×	
Information Operations	Search I	Reset	
	\		
Select a Role			
Display Admin Roles (for Supervisor and Approval Acces	as)		
Role Name	Selecte	d Roles	
EBS Prod - SLES MOCSS Read Write JD-00913	EBS Pro	od - SLES Read Only 1D-00919	
EBS Prod - SLES MQCSS and QSL Read Write JD-00911		See Read Only 55 00515	
EBS Prod - SLES MSS Read Write JD-00915		^	
EBS Prod - SLES QSL Read Write JD-00917			
EBS Prod - SLES Read Only JD-00919			
EBS Prod Additional - SLES Administrator JD-0910B			
EBS Prod Additional - SLES MQCSS Read Write JD-0913	B		
EBS Prod Additional - SLES MQCSS and QSL Read Write EBS Prod Additional - SLES MQCSS and QSL Read Write	JD-0911B	If you only need to	
The EPE Drad Additional CLEC MCC Doad Write D. 1901EP		,,	
ext button location window		VIEW SLES MQCSS	
		& QSL DATA, select	
		READ ONLY.	
		(All with a walk all and for	
		write roles" are for	
		product specialist, item	
		,	
		manager, and	
		labs/chemist	
		abs/ citerinst.	

14. Complete Justification box. Type summary indicating why access to SLES is required and click **Next**.

User Information	Select Roles Justification Summary		Cancel Back Next
Request Justification	n & Supporting Details		
* Justification	Please describe why you require access to SLES. Indicate your job title, how you plan to use the data in the system, your job requirements, and/or the impact of not receiving access.	Optional Information	
Attachment 1 Attachment 2 Attachment 3	Browse Browse Browse Attachments must be PDF files, smaller than 2MB each		

#### Justification Screen and Next button

#### 15. Click Submit.

ser Information Select Roles	Justification Summary		Cancel Back Submit
ole Request Summary			
Please review the information Use the Back button to chang	below before submitting this request. e any information, and use the Submit button to con	nplete this request.	
User	John Brown	User Type Civilian	
User ID	ABC1234	Grade GS-99	
Supervisor	Sally Williams		
Organization	DLA		
Cyber Awareness Certification Date	12/29/2013		
Requested Role(s)	EBS Prod - SLES Read Only JD-00919		
Justification	Please describe why you require access to SLES You can indicate what your job title is, how you plan to use the data in the system, and/or the impact of act rescuires access.	Comments	
Attachments	impact of not receiving access.		

Summary Window – Submit button

#### 16. Click **OK** when the Role Request Confirmation window appears.

دیں Account Management and Provisioning System (AMPS)	DRB0106 🔻 🚥
Home Request Role ×	
Role Request Confirmation Your request has been submitted for approval. The following SAARs have been created:	
SAAR Role 5556713 EBS Dev External - SLES External MSS Read Write JD-00916	
AMPS will notify you by email message regarding the status of each SAAR.	
If you need IT assistance, please contact the DISA Global Service Desk by calling toll free 844-DISA-HLP (844-347-2457) L-A) or visit the DLA Service Portal (.mil only) at https://dla.servicenowservices.mil/sp?id=index OK	or DSN 850-0032 (press 5, then speak or enter D-
Kole Request Confirmation Screen	

Thank you! You have now completed your request for an EBS Production SLES role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)



*Non-DLA users* - Each authorizing point of contact (POC) listed in your AMPS profile has <u>20</u> days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request for <u>DoD Shelf-Life Extension System (SLES</u>) is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned.

# Log-in troubleshooting tips included on page 9-10

### **IS YOUR ACCOUNT PROVISIONED AND YOU STILL EXPERIENCE ISSUES?** Try these tips:

### Ensure you are selecting your Authentication certificate when prompted.

- 1) Restart your browser
- 2) Ensure that you are logging into SLES with the same certificate (Authentication certificate) that you used to sign up/sign into AMPS.
- 3) Ensure that your POP-UP Blocker is not active (In your internet browser follow steps 1-3, right)



#### 4) Add <u>https://www.dla.mil</u> to your trusted sites

(In your internet 🐴 + 🔯 - 🖾 🖶 + Page + Safety + Tools + browser - follow steps DEPARTMENT OF DEFENSE SHELF-LIFE PROGRAM Pop-up Blocker 1-5, right). Next Restart nage as your browser and try to access SLES again. WACY Content Connections Programs Adva F12 Developer Suggested Sites OneNote Linked N Send to OneNote Pop-ups are currently blocked. You can all websites by adding the site to the lat below bate to allow. Import Adva ced Default Clear Sites Remove al Settings O Sor OK Cancel

- 5) If none of the above steps work, please call Global Service Desk (844-347-2457) for AMPS and ask them to verify that you don't have <u>2 AMPS profiles or accounts</u>. Sometimes a user may have registered with a previous e-mail address and/or CAC and this will cause a user to be directed to the user name / pw page. Enterprise Help Desk will check your account and deactivate one if needed.
- 6) After speaking with Global Service Desk, restart your computer and try to access again <u>https://www.shelflife.dla.mil</u>.
  - a. Users external to DLA may use the external portal url: https://business.dla.mil/landing/index.jsp
  - b. Users internal to DLA may use the internal portal url: <u>https://pep1.bsm.dla.mil</u>

7) If you are still unable to log in, please wait 24 hours and try to access again.

# If you are still unable to access the SLES website, please call the Global Service Desk to open a ticket.

For Questions:

Contact DISA Global Service Desk at 844-DISAHLP (844-347-2457) or DSN 850-0032; Press 5 or <u>disa.global.servicedesk.mbx.dla-ticket-request@mail.mil</u>